

SkillsLink News

Summer/Fall 1992

Volume 2 Number 3

ISSN 1183-4897

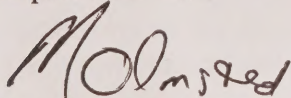
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SKILLSLINK COASTER ISSUE

EDITOR'S NOTES

It looks like a diskette, feels like a diskette, but no, it's not a diskette. It's your new SkillsLink coaster! With this issue of *SkillsLink News*, we have included a complimentary SkillsLink coaster for all of our online clients. We are pleased to offer coasters to our SkillsLink SingleSearch clients upon request.

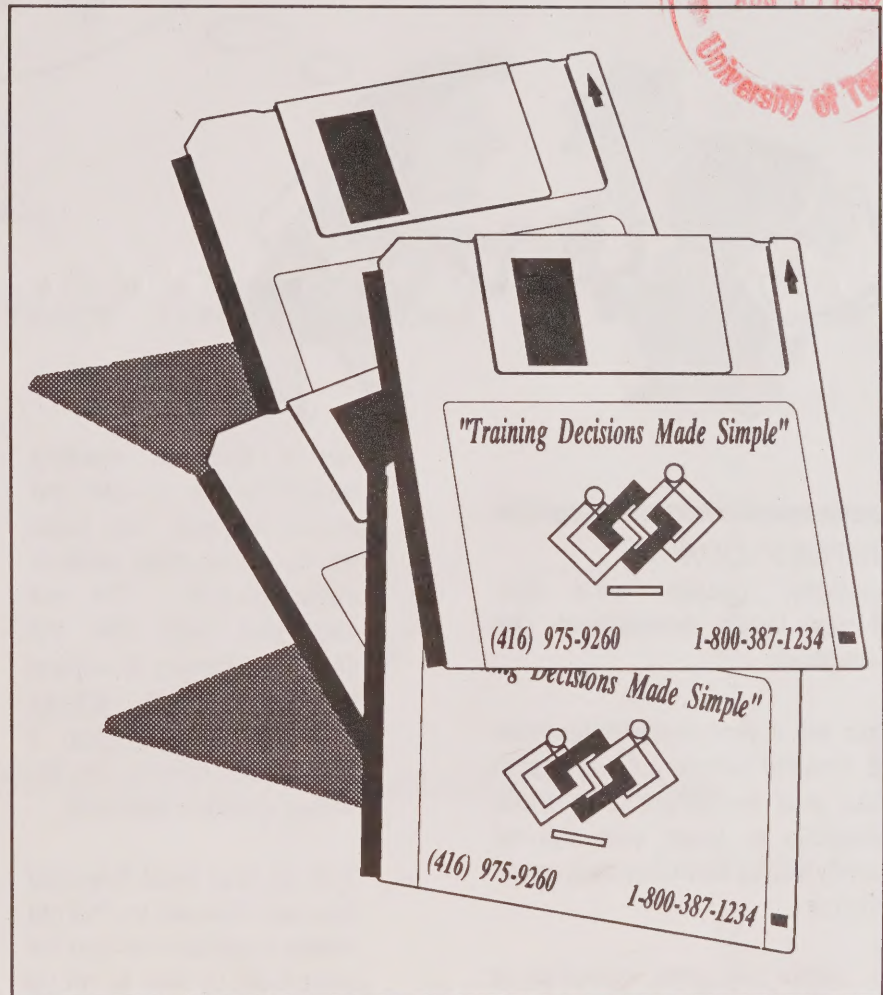
So go ahead, spill your coffee or iced tea on your new SkillsLink coaster -- the first forgiving diskette that gives you a place to rest your refreshments and puts SkillsLink contact numbers at your fingertips. Let us know what you think. Your feedback is important to us!



Marcia Olmsted, Director of SkillsLink

POSTER FEEDBACK

In response to the last issue of *SkillsLink News*, several of you requested additional copies of the new SkillsLink poster as well as customized contact stickers. It's not too late. You can still get a



poster to display on the wall of your choice to let your clients know that you use SkillsLink to help them meet their training information needs. Ask about

our free customized stickers that you can place on your SkillsLink posters so requesters know who to call for training information searches within your organization.

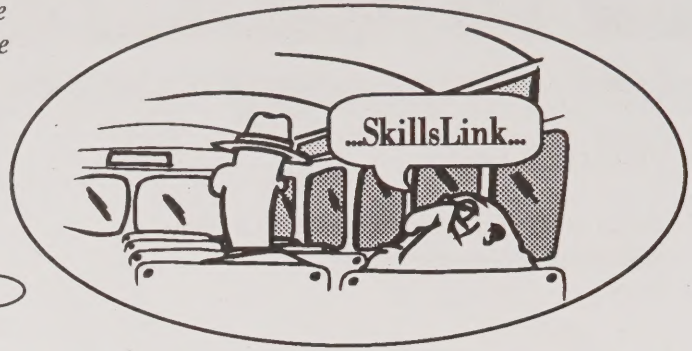
Please circulate to:

What SkillsLink clients say:

...SkillsLink is not only useful but it saves us time and therefore money. We used to just call local colleges. Now there is a lot more information at our fingertips. When we get an unusual request, SkillsLink provides sources we do not otherwise have access to. It is a good stepping stone to new contacts and information. The client relations help-line is reliable. The service was right there when we needed it.

Elaine Ross
Administrative Secretary
Air Products Canada Ltd.

SkillsLink's Steven Allmen reports: "I got a call on June 23 (1992) from a representative of a medium-sized software company in Mississauga. She had overheard two people talking about SkillsLink on the bus and tracked us down. She then booked a demonstration, saw the service, and bought one ID and a five hour block of time -- all with exact change!"
SkillsLink...we're everywhere...



LISTERS' CORNER:

Reaching people with low literacy levels throughout the workplace

Here are a few suggestions from the *Ontario Literacy Coalition* to make your workplace safer, more accessible to those with limited literacy skills, and ultimately more efficient:

- Make sure your workplace is as safe as possible. If there are risks built into the job, **reinforce safety instructions orally**. Do not assume that your workers can read warning labels or instructions.
- If your workplace uses signs, **post signs showing what to do**, not what not to do. Signs saying what to do leave a clear picture in a worker's mind of the correct office procedure.

- Ensure that **all reading materials are simple** and clearly laid out. Use **basic words** rather than esoteric circumlocution. To aid employers with this, the *Ontario Literacy Coalition* has published **Clear Writing and Literacy**, a manual on writing for the widest possible audience.
- Talk to your local *Regional Literacy Network* to find out which programs are best for your staff, or how to set up a literacy program in your office.

To contact *Regional Literacy Networks* or for a copy of **Clear Writing and Literacy**, please contact:

Aviva Joel,
Ontario Literacy Coalition,
365 Bloor Street East,
Suite #1003,
Toronto, Ontario, M4W 3L4
Phone (416) 963-5787
Fax (416) 961-8138.

SKILLSLINK CONTENT CORNER:

Profile on literacy resources

SkillsLink is constantly growing and changing to reflect workplace-related training resources that are available in Ontario. When we launched in May of 1990, we had very few literacy-related resources. SkillsLink now lists over sixty training resources from almost forty training organizations from all over Ontario, and we are adding new ones as they become available.

The charts on the following page show various displays you will find when you search on the word "literacy" on SkillsLink. You can search on any or all of the specific subject categories below. As well, you can narrow down your results by training type when searching by subject or by medium when searching within Main Menu Option 5 - Self-study materials.

Let us know if you are aware of literacy training suppliers that are not yet listed on SkillsLink. We'll contact them and get them listed. Your input is important to us.

OVERVIEW OF LITERACY-RELATED TRAINING RESOURCES ON SKILLSLINK**SUBJECT CATEGORIES**

<u>Subject Category</u>	<u># of Resources</u>
Adult Basic Education (ABE) - Literacy	32
Disability - Literacy Issues	4
Education - Literacy	5
Fine Art - Visual Literacy	9
Literacy - Skills	10
Literacy - Teaching Skills	12
Reading - Literacy Skills	35
Train the Trainer - Workplace Literacy	13
Workplace - Literacy	10

LITERACY - TYPE OF TRAINING

<u>Training Type</u>	<u># of Resources</u>
Continuing Education Courses	6
Full Time Courses	15
Full Time Programs	2
Seminars/Workshops	5
Training Consultants	6
Self Study Materials	27
Continuing Education Programs	3

LITERACY-RELATED SELF-STUDY MATERIALS BY MEDIUM

<u>Medium</u>	<u># of Resources</u>
Book/Periodical	7
Software	7
Video	1
Workbook/Manual	7
Distance Education	5
Instrument/Tool	1

SEARCH TIP

To broaden your "literacy" search on Skillslink, you can also search "ESL" or "English as a Second Language" training resources. You will find more than 275 resources from over 55 training organizations throughout Ontario. SkillsLink does your training information work for you!

ANOTHER OPPORTUNITY TO LEARN ABOUT THE LATEST IN TRAINING TECHNOLOGY!

For those of you who were unable to attend the OTC-sponsored Leading Edge Training Technology Conference (LETT) in Toronto last February you will get another chance to hear about the latest in training technology at the **National Technical and Skills Training Conference** in the Fall. (October 14- 16, Detroit Michigan, American Society for Training and Development)

At this conference, Barbara Zuppinger, Vice President of Training Services for Ontario Training Corporation, is going to recapture the 'magic' of the LETT Conference in a practical 90 minute overview of three types of training technologies: Distance Learning; Computer-Based Training; and Expert Systems.

Using easy-to-follow guidelines and three successful Ontario case studies, Ms. Zuppinger will explore the following questions: What are these technologies? When should you use them? What are the benefits? Concerns? How do you make a decision about which technology will bring the results you need at the most reasonable cost?

This 3-day conference bills itself as having "Everything for Technical and Skills Trainers under One Roof!". We'll be there representing Ontario...hope to see you as well!

For more information about this conference call: (703) 683-3174

UPCOMING EVENTS

We enjoyed speaking with you at the annual conferences of the Ontario Health Care Education Association, the Canadian Manufacturers' Association, and the Society of Management Accountants of Ontario in May.

Drop by the SkillsLink booth at the following conferences. We'll look forward to seeing you there!

- Federal Government Information Fair
Ottawa, September 14, 1992
- IFWEA (Worker's Education Association of Canada)
Port Elgin, Ontario, September 29, 1992
- CITC (Community Industrial Training Committees) '92
Ottawa, September 30 - October 2, 1992
- CHRSP (Canadian Human Resources Professionals)
Toronto, October 1 - 2, 1992 (Booth #38)
- Computers in Libraries Conference
Toronto, October 17 - 21, 1992 (Booth # 23)
- ECNO (Educational Computing Network of Ontario)
Toronto, November 16 - 17, 1992
- OSH (Occupational Health and Safety) '92
Toronto, November 23 - 25, 1992 (Booth #20)
- ISTC (Industry Science and Technology Canada)
Ottawa, November 25, 1992
- OSTD/HRD Canada Conference
Toronto, November 30 - December 1, 1992

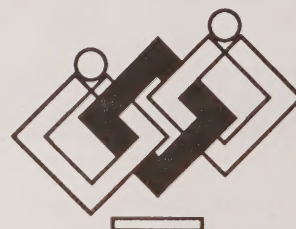
Contact us at

(416) 969-2438 or

1-800-268-0248 or

Fax: (416) 975-0782

SkillsLink...
"Training Decisions
Made Simple"



SKILLSLINK

